

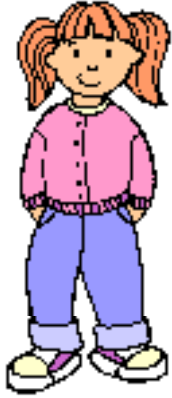


# **Spring Parent Meeting**

June 26, 2003



# Agenda



- The Year in Review (and some history)
- Financial Status of the ACCC
- *Board Actions*
  - *Parent Tuition Payment Period Change*
  - *Closing Policy*
  - *Staff Handbook*
- Fundraising Report
- Permanent Facility Update
- Board of Directors
  - Accomplishments
  - Tuition Assistance Council
  - Recognition of 2002-2003 Board
  - Introduction of 2003-2004 Board
- Parent Opportunities





# The Year in Review

## Leadership Transition

**Leadership should be born out of the understanding of the needs of those who would be affected by it. — Marian Anderson**



# Leadership Transition: Sequence of Events

- Gabrielle Babin Announces Departure (November 2000)
- Hiring Committee during Silicon Valley Boom
- Hired Camala O'Reilly (August 2000)
- Let Camala Go (August 2002)
  - To improve staff relations, procedures and financial management
- Brad acting Director- Thank You Brad
- Hiring Committee (Chair-Leticha Hawkins)
- Hired Lisa McNee (December 2002)
- We believe we are now on the **right track**,
- But..., Brad will be leaving around December 2003 to be a full-time dad...***Congratulations Brad***



# Facility Transition: History and Status

- Old facility condemned
- New location identified
- Construction work begun
- Infant toddlers in existing trailers; Preschoolers in 583C
- New trailers installed
- ACCC reunified
- Take a breath, plant some grass
- **Work with ARC on new permanent facility**



# Financial Status

- ACCC has run at a deficit since January 2002 until approximately May 2003. (0-4% shortfall)

How and why did this happen?....

- 2002 & 2003 Budget assumptions too optimistic
  - Facility transition, staffing impacts, growth for Army children per NASA agreement.
  - ACCC waiting list for some classrooms has dried up due to economic downturn and layoffs.
  - Increased insurance costs and greater part time staff cost.
- Enrollment is the most important parameter to watch to maintain current tuition until the January 2004 tuition increase.



## ***Recent Board Actions***

- ACCC Policies and Operating Procedures
  - Parent Tuition Payment Period Change
  - Closing Policy
- Staff Handbook



# **Recent Board Actions**

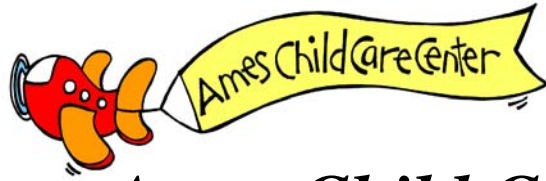
- ***Parent Tuition Payment Period Change***

- **2.4 Fee Due Date - Late Payment Penalties**

Tuition is paid in **two-week installments**, due in advance on **Monday prior to attendance**. Each installment can be paid as far in advance as you wish. The two-week period is aligned with the ACCC payroll periods. If attendance begins in the second week of a period, the initial tuition payment may be for either one week or three weeks; subsequent payments shall align with the following two-week period. A **\$25 late fee per family will be assessed if tuition is not received by the close of business (6:00 PM) on the first working day after the due date, normally Tuesday**. If the Center is closed on the Monday due date, for Federal Holiday or other reasons, tuition is due on Tuesday of the week, and the late fee will be assessed for payments later than 6:00 PM that Wednesday.

- **Goes into effect August 18, 2003**
  - **Benefits operational efficiency and financial tracking**





# ***Recent Board Actions***

- ***Ames Child Care Center Closing Policy***
  - Weekends and Federal Holidays:
    - New Year's Day, Martin Luther King, Jr. Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas Day
  - **In addition to the above Federal Holidays, the ACCC will close early (3pm) on the following days:**
    - The day before Thanksgiving, fourth Wednesday in November
    - Christmas Eve, December 24
  - **Replaced ACCC closing 1 Hour after ARC Shutdown with the two 3:00 PM scheduled ACCC early closures**
  - Formalizes the 5:00 PM early closure on the 1st Monday of every month for the Staff Meeting
  - Details policy of other types of closures: Unplanned Closure of the ACCC, Disaster Evacuation, Immediate Ames Research Center Shutdown, Government Furlough



## ***Recent Board Actions***

- ***Staff Handbook***
  - Approved new, “Ames Child Care Center Employee Handbook,” effective Aug. 31, 2003
    - Paid time off accruals and caps will be changed effective Jan. 4, 2003
  - Replaces existing out of date “Ames Child Care Center Personnel Policy”



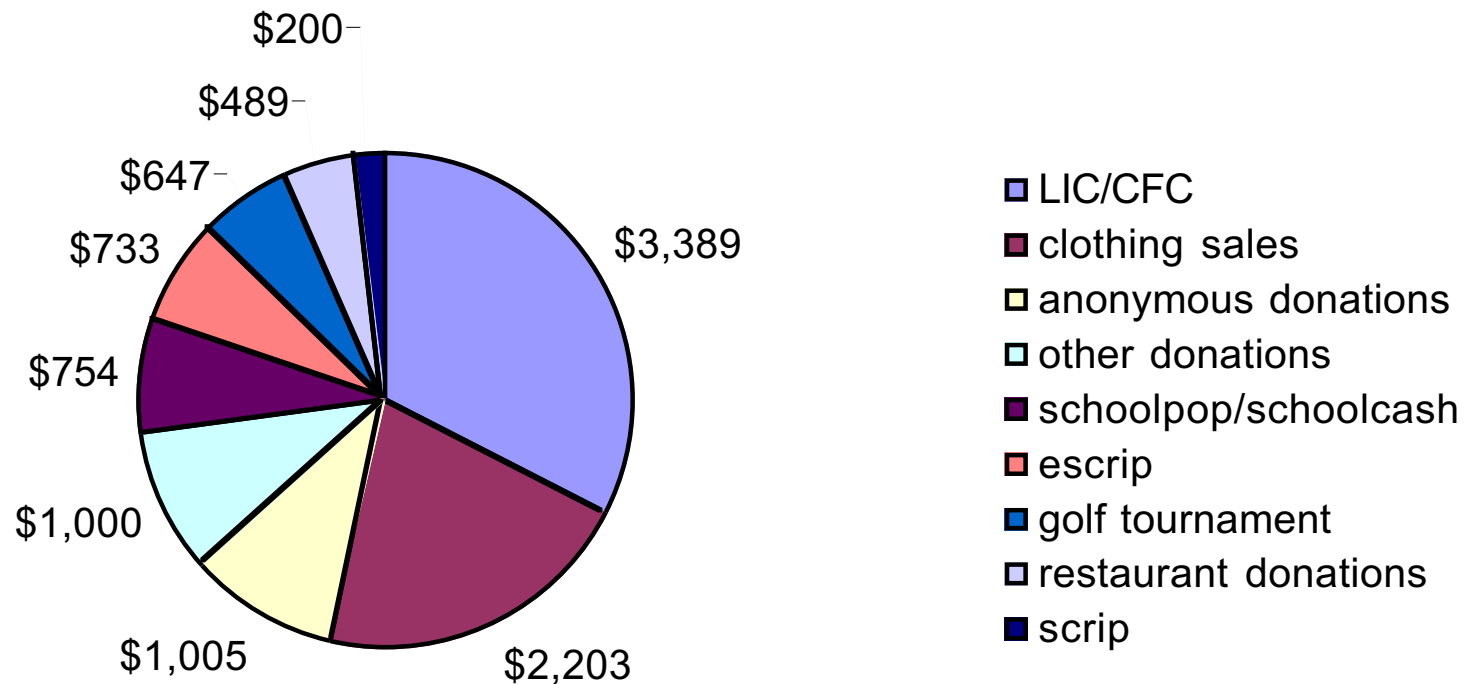
# Fundraising Report: Reserves

- Current fundraising reserves are ~\$15k
  - There is a positive trend.
- Board moved funds to operations since Aug 2001 to cover payroll due to the inefficiencies of two Centers, other transition issues, staff & related cost exceeding budget and shortfalls in enrollment.
- Total funds moved = \$48.3k



# Fundraising Report: 2002 Earnings

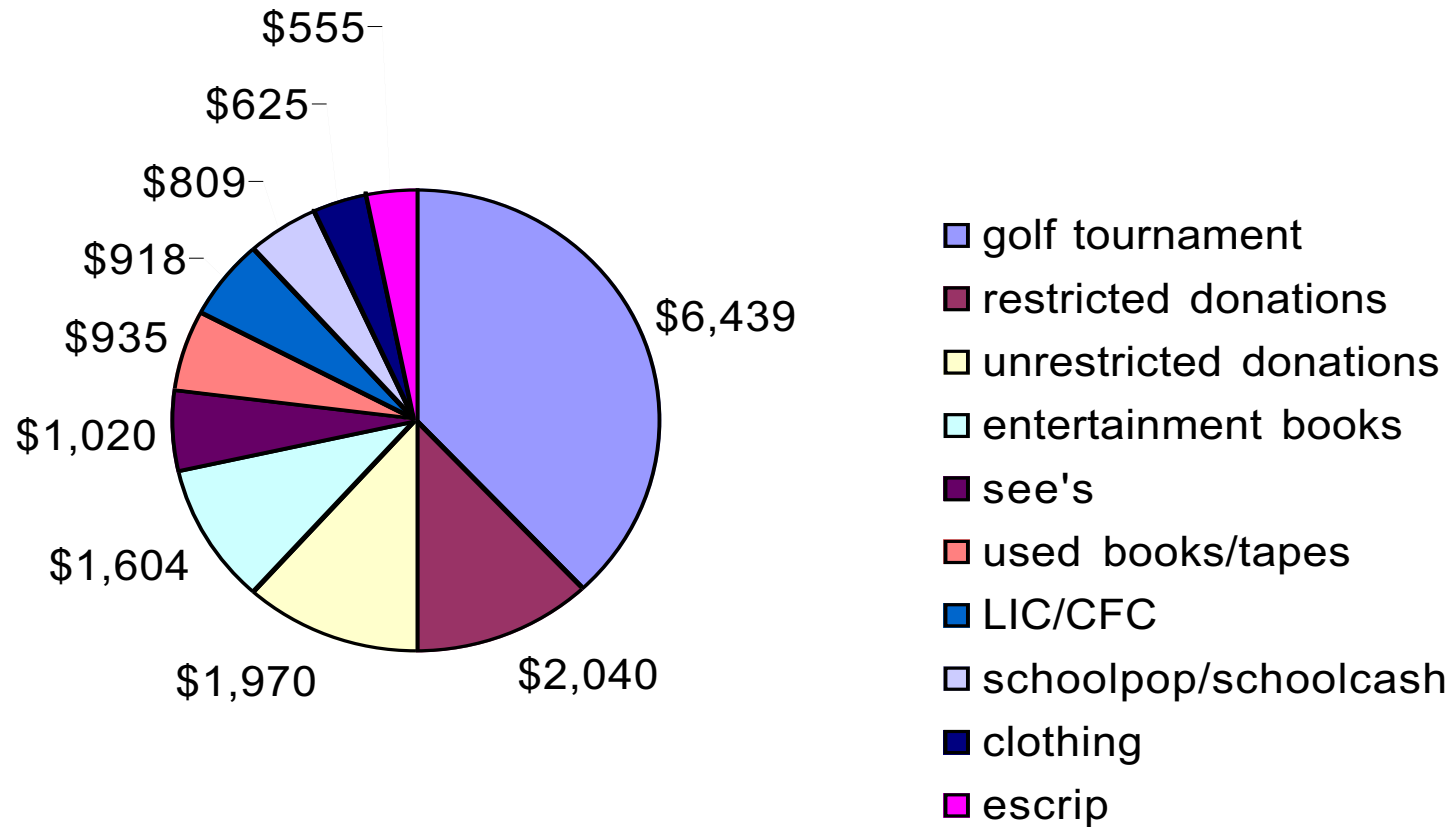
BOD Fundraising 2002 (Jul-Dec): \$10.5K





# Fundraising Report: 2003 YTD Earnings

BOD Fundraising 2003 (Jan - Jun): \$17K





## New Facility Status

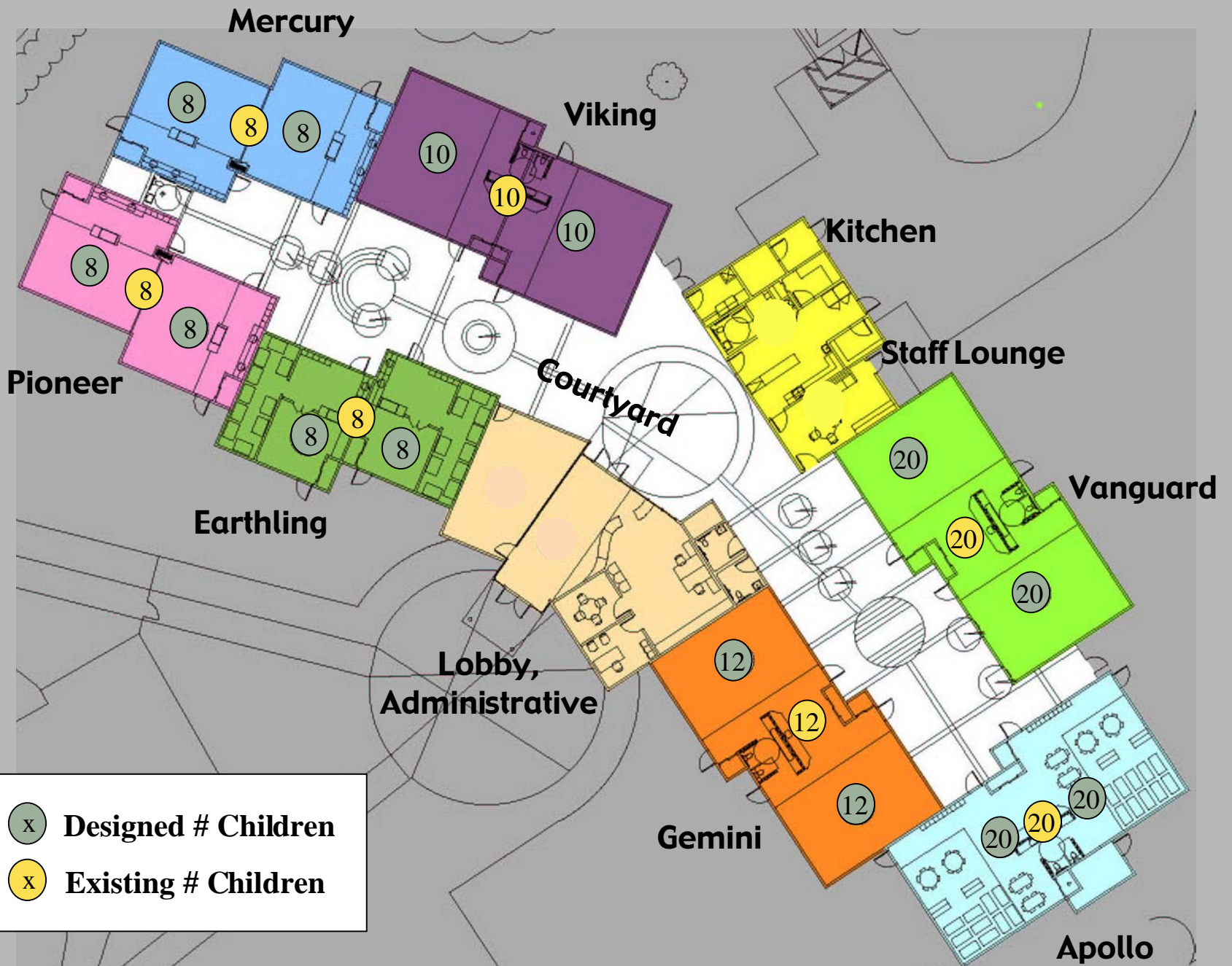
- Money for construction of the ACCC Permanent Facility was received by ARC (\$2.4M); ARC earmarked additional \$800K toward project.
- New Facility Committee (Chaired by Mark Foster)
- Project Team for the construction effort will include representatives of all major stakeholders. Mark Foster represents the ACCC Board of Directors on the Project Team.
- Design and building of the facility being done by DMJMH+N (Ames on-site contractor)



# Permanent Facility: Site Plan Draft











# Board of Directors: Accomplishments

- Hiring Committee hired new ACCC Operations Director
- Winter Pageant
- New Pre-school grass area - Thanks again Brad (& parents)
- Staff handbook finally completed
  - Earned leave changes go into effect 4 January 2004
- New policies and procedures in place
  - Tuition Policy
  - Closure Policy
- Modifying Music Program and continuing to support Tuition Assistance
  - Union donation of \$1000 for TAC.
- Changed Operations financial institutions (Golden Bay FCU)
  - Improved reporting and access; consolidates location of Board and Ops funds



# Tuition Assistance Council

- 2002 – 2003
  - Susan White
  - Benton Lau
  - Diana Lee
- 2003 – 2004
  - Mike Kaufman
  - Greg Schmidt
  - Mark Marley



## **Board of Directors 2002–2003**

- Thomas Maier - President
- Cheryl Quinn - Vice President
- John Balboni - Secretary
- Mark Foster - Treasurer
- Leticha Hawkins (first half)
- Greg Schmidt
- Julie Schonfeld
- Chris Scofield (second half)



# BOD President's Appreciation

- Cheryl Quinn - 1st year
  - Vice President, Hiring Committee, Fundraising, New Facility Committee, Golf Tournament
- John Balboni - 2nd year
  - Secretary, Election Committee
- Mark Foster - 4th year
  - Treasurer, Financial Committee , Operations CFO, New Facility Committee Chairperson, Golf Tournament
- Leticha Hawkins - 3rd year
  - Hiring Committee Chairperson, Winter Pageant Chairperson
- Greg Schmidt - 1st year
  - Music Program Study Group
- Julie Schonfeld - 2nd year
  - Financial Committee , Hiring Committee
- Chris Scofield - 1st year
  - Staff Appreciation Committee Chairperson, Music Program Study Group, Golf Tournament, ACCC calendar/website content



## BOD President's Appreciation

- Mark Foster

I would like to take some time to express my special thanks to Mark Foster.

He has done an extraordinary amount of work for the ACCC this year. I would expect that most of you saw Mark at the Center often through-out the year. In addition to his jobs as Board Member and Treasurer for the Board of Directors he volunteered more hours than anyone making the Center operate and putting it back on track financially. Without Mark we might not have an Ames Childcare Center to bring our kids to now.

Last year Mark and I discussed which of us might volunteer to run for President in 2002-2003. Unfortunately, Mark knew how to be Treasurer, and I didn't; but Mark promised that he would help me through the year. I want to thank Mark for keeping his promise and for going way beyond the call of duty for the Center.

Thanks Mark!!!



# **Board of Directors 2003–2004**

- Cheryl Quinn - President
- Mark Foster
- Leticha Hawkins
- Julie Schonfeld
- Chris Scofield
- Parimal Kopardekar
- Michael Lowe



# Parent Opportunities

- Fundraising:
  - Fundraising Committee
  - Golf Tournament
  - Escript, SchoolPop, SchoolCash
  - Return to CFC in the Fall
  - Book Sale
  - Candy Sales
  - Label Sales
  - Grant Writing
- Staff Appreciation Committee
- Facilities Committee
- Room Parents
- Classroom Activities
- Classroom supplies donations